

KOREAN EMPLOYEE PERFORMANCE APPRAISAL (USFK REG 690-1)		DATE:				
NAME:		ORGANIZATION:				
JOB TITLE	GRADE					
PERIOD OF APPRAISAL: FROM: <input type="checkbox"/> ANNUAL <input type="checkbox"/> TRIAL PERIOD TO: <input type="checkbox"/> SPECIAL		TIME ON PRESENT JOB:	TIME UNDER PRESENT SUPV:			
APPRAISAL ELEMENT:  Item 5 applies only to situations where English is required.  Item 6 applies only to supervisory personnel.		PERFORMANCE RATING: Indicate rating by an "X" in the appropriate box below.  A. Outstanding                      C. Average                      E. Unsatisfactory B. Above Average                  D. Marginal				
		A	B	C	D	E
1. Quantity of Work (Production and timelines)						
2. Quality of Work (Accuracy, avoidance of errors, etc)						
3. Cooperation. (Effective relationships)						
4. Initiative. (Originates improvements)						
5. English Ability (Consistent with job requirements)						
6. Supervision and Administration.						
OVERALL RATING: <input type="checkbox"/> OUTSTANDING <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY						
NOTE: Narrative justification for outstanding performance rating should be provided on the reverse side of this form. If necessary, use additional paper. A draft of a proposed citation should be attached.						
SUPERVISOR(S) EVALUATION:						
EMPLOYEE'S COMMENT:						
EMPLOYEE:		SIGNATURE		DATE:		
FIRST-LINE SUPERVISOR:		SIGNATURE		DATE:		
SECOND-LINE SUPERVISOR:		SIGNATURE		DATE:		
APPROVING OFFICIAL OR OUTSTANDING RATING:		SIGNATURE		DATE:		

